

REGULATION

PERSONNEL
25 June 1955**CONFIDENTIAL****THE CIA CAREER COUNCIL AND THE CAREER SERVICES**

Rescission: 25 June 1954

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1. GENERAL

This Regulation establishes the overall policy and the organizational structure and responsibilities for administering the career program within the Central Intelligence Agency.

2. POLICY

The basic personnel management policy of the Central Intelligence Agency contemplates a progressive program that identifies, develops, effectually uses, and rewards individuals who have qualifications required by the Agency; motivates them toward rendering maximum service to the Agency; and eliminates from the service, in an equitable manner, those who fail to perform as effective members of the Agency. This policy will be implemented through the career program which is applicable to all U. S. citizens who are staff employees or staff agents of the Agency, whether on duty in headquarters or in the field.

3. PURPOSE

The purpose of the career program is to establish personnel management practices which will develop people to the fullest extent to meet present and anticipated personnel needs of the Agency and to encourage their long-term service with the Agency.

4. ADMINISTRATION**a. THE DIRECTOR OF PERSONNEL**

The Director of Personnel will direct the activities of the Boards and Panels that are established at the Agency level to implement the career program, such as the CIA Selection Board and the CIA Honor Awards Board, and will advise and assist the Heads of Career Services in carrying out all aspects of their responsibilities for personnel career management.

b. THE CIA CAREER COUNCIL**(1) Organization**

Director of Personnel	- Chairman
Inspector General	- Member
Deputy Director (Support)	- Member
Deputy Director (Intelligence)	- Member
Deputy Director (Plans)	- Member
Director of Training	- Member
Director of Communications	- Member

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(2) **Responsibilities**

The CIA Career Council will function as an advisory group to the Director of Central Intelligence. The Chairman will seek the opinions of the Council on the feasibility and advisability of major or significant changes in, or additions to, Agency personnel policy. Members of the Council will bring to it proposals for the revision of Agency personnel policy or problems which might affect basic personnel policy. Recommendations of the Council will be transmitted to the Director for his consideration.

(3) **Meetings**

The Council will meet at the call of the Chairman, either on his initiative or upon the request of any member. If a member cannot be present, he may be represented by his designated alternate.

c. **CAREER SERVICES**

Career Services as listed in Attachment A are established within CIA under the direction of the officials indicated. An appropriate Service Designation, as shown, will be used to identify each staff employee and staff agent with the career service to which he is assigned.

(1) **Responsibilities of Heads of Career Services**

The Heads of Career Services are responsible for monitoring the application and functioning of the Agency personnel program as it applies to the members of their Career Service, including:

- (a) Improving and strengthening personnel administration within that Career Service;
- (b) Planning the utilization and development of such individuals, including their training, assignment, rotation, and advancement;
- (c) Reviewing fitness reports of such individuals;
- (d) Planning the rotation and reassignment of such individuals so as to enable that Career Service to meet long-range personnel requirements through orderly processes;
- (e) Reviewing requests for personnel actions to reassign, promote, demote, or separate such individuals and recommending appropriate action to the Director of Personnel;
- (f) Reviewing proposals for the training of such individuals and recommending their participation in Agency-sponsored training.

(2) **Career Boards**

The Head of each Career Service will establish a Career Board and such subordinate Panels as he may consider necessary to advise him on personnel management matters and, as he directs, to monitor the application and functioning of the personnel program as it affects the members of that Career Service. Board or Panel designations will be recorded following the Service Designation to identify staff employees and staff agents with such appropriate Boards or Panels within Career Services as appropriate.

(a) **Organization**

Each Career Board will be composed of the following officials:

- (1) The Head of the Career Service ex-officio;
- (2) Three or more Staff or Division Chiefs or officials of comparable responsibility;
- (3) A Senior Personnel or Administrative Officer who will be responsible for providing technical advice and assistance to the Board.

d. **ASSIGNMENT OF SERVICE DESIGNATIONS**

The Director of Personnel will ensure that Service Designations and Board or Panel Designations, as appropriate, are recorded in the official records of each staff employee and staff agent in order to identify such individuals with

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PERSONNEL

25 June 1955

an appropriate Career Service. In so doing, the Director of Personnel will give full consideration to the Head of the Career Service involved and to the individual's desires and qualifications for assignment to a particular Career Service. An individual may later hold other appropriate Service, Board, or Panel Designations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

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Attachment A
PERSONNEL**CAREER SERVICES AND SERVICE DESIGNATIONS**

Career Service	Head of Career Service	Designations	
		Service	Board or Panel
CLANDESTINE SERVICES	Deputy Director (Plans)	D	—
Foreign Intelligence		D	I
Psychological and Paramilitary Operations		D	P or M
Technical Services		D	T
Clerical		D	S
INTELLIGENCE PRODUCTION	Deputy Director (Intelligence)	I	—
Research and Reports		I	R
Current Intelligence		I	C
Scientific Intelligence		I	S
National Estimates		I	N
OPERATIONS	Assistant Director for Operations	O	—
<input type="text"/>		O	B
Foreign Documents		O	D
Contact		O	C
COLLECTION AND DISSEMINATION	Assistant Director for Collection and Dissemination	C	—
SUPPORT	Deputy Director (Support)	S	A
Administration	Chief, Medical Staff	S	M
Medical	Director of Communications	S	C
Communications	Comptroller	S	F
Budget and Finance	Director of Logistics	S	L
Logistics	Director of Personnel	S	P
Personnel	Director of Security	S	S
Security	Director of Training	S	T
Training			

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MEMORANDUM FOR: Chairman, CIA Career Council

SUBJECT : Proposed Change to [REDACTED] The
CIA Career Council and the Career Services

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1. It is proposed to amend the subject regulations to authorize the establishment of a Support Career Service with the Deputy Director (Support) at its head. Responsibility for the Administration Career Service will, at the same time, remain with the Deputy Director (Support).

2. Drafts of proposed changes to the regulations, required to effect these ends, are attached. It is requested that they be approved at an early meeting of the CIA Career Council.

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[REDACTED]
L. K. WHITE
Deputy Director
(Support)

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REGULATION

CAREER SERVICES AND SERVICE DESIGNATIONS

Career Service

Head of Career Service

Designations
Service Board or Panel

CLANDESTINE SERVICES

Deputy Director (Plans)

D	-
D	I
D	P or M
D	T
D	S

Foreign Intelligence

Psychological and Paramilitary Operations

Technical Services

Clerical

INTELLIGENCE PRODUCTION

Deputy Director (Intelligence)

I	-
I	R
I	C
I	S
I	N

Research and Reports

Current Intelligence

Scientific Intelligence

National Estimates

OPERATIONS

Assistant Director for Operations

O	-
O	B
O	D
O	C

Foreign Documents

Contact

COLLECTION AND DISSEMINATION

Assistant Director for Collection
and Dissemination

C	-
---	---

SUPPORT

Deputy Director (Support)

S	-
---	---

Administration

Deputy Director (Support)

S	A
---	---

Medical

Chief, Medical Staff

S	M
---	---

Communications

Director of Communications

S	C
---	---

Budget and Finance

Comptroller

S	F
---	---

Logistics

Director of Logistics

S	L
---	---

Personnel

Director of Personnel

S	P
---	---

Security

Director of Security

S	S
---	---

Training

Director of Training

S	T
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Attachment A

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MEMORANDUM FOR: Deputy Director of Personnel for
Planning and Development

SUBJECT : Proposed Amendment, [] Par. 4d,
Assignment of Service Designations

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Information requested on this subject follows:

Proposal:

The proposed amendment provides that the Service, Board or Panel Designation will be assigned to each position by the Deputy Director based on the functional and organizational relationship of the position to the Career Service, Board or Panel. However, the designation of a position does not prevent its incumbency by a person having a different Service Designation.

Pro:

1. This system is necessary in order that each Career Service, Board or Panel can establish and maintain an inventory of positions over which it will have responsibility for assignment of personnel under its jurisdiction. This, in turn, will provide for more orderly career planning of personnel assignments, enable the Service, Board, or Panel to establish progression patterns, and make for more realistic identification of future requirements for personnel resources which may be levied upon them.
2. This system is necessary in order that the "Career Service Grade Authorization" as set forth in the approved Staff Study on the Revised Promotion and Assignment Policies can be tabulated and used as the control on position authorizations at each grade for each Career Service.
3. The system will provide for more realistic development, review and approval of proposed Tables of Organization as each Career Service will be able to review the proposed T/O in terms of positions over which it will assume jurisdiction.
4. Training requirements can be identified more readily if positions are identified as to Career Service.
5. The system should result in the assignment of better qualified personnel to vacant positions since a greater responsibility for the proper filling of each position will accrue to the Career Service, Board or Panel to which it is designated.

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SUBJECT: Proposed Amendment, [] Par. 4d, Assignment of Service Designations

Con:

1. More coordination will be required to fill a designated position with an individual bearing a different Service Designation -- if the Career Services, Boards, and Panels decide that this type of action will require their approval. In other words, the Service to which the individual is assigned as well as the Service to which the position is designated may have to concur. However, this procedure should result in better placements.
2. The "ground rules" for determining what Career Service, Board, or Panel designation will be assigned to a position have not been precisely defined in this Regulation. Since both the functional (line of work) characteristic and the organizational location of the position will affect the designation, some conflicts between the two will occur, and in such cases it may be necessary to render a decision as to which factor (functional characteristic or organizational location) will control.

[]
Chief, Position Evaluation Division

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Proposed Amendment to THE CIA CAREER COUNCIL AND THE
CAREER SERVICES

4. ADMINISTRATION

d. ASSIGNMENT OF SERVICE DESIGNATIONS

(1) To Employees: The Director of Personnel will ensure that Service Designations and Board or Panel Designations, as appropriate, are recorded in the official records of each staff employee and staff agent in order to identify such individuals with an appropriate Career Service. In so doing, the Director of Personnel will give full consideration to the Head of the Career Service involved and to the individual's desires and qualifications for assignment to a particular Career Service. An individual may later hold other appropriate Service, Board, or Panel Designations.

(2) To Positions: The Director of Personnel is responsible for providing staff assistance to operating officials and Heads of Career Services in the proper identification of each position on a Staffing Complement on the basis of the functional and organizational relationship of the position to a Career Service. Such designation may also reflect further functional specialization consistent with authorized Board or Panel structure within the Career Service. The designation of the position does not prohibit its occupancy by a qualified employee holding other Career Service designation(s).

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NOTICE

NO. []

TRAINING

24 October 1955

TRAINING AT NON-CIA FACILITIES UNDER P. L. 110(63 STAT. 208)
 REQUIREMENT FOR FORWARDING APPLICATIONS FOR FIXED QUOTA SCHOOLS

Rescission: Notice No. [] dated 9 March 1954

1. It is the policy of the Director of Central Intelligence that the Central Intelligence Agency will send to the senior schools and colleges of the Department of Defense, and to other educational institutions which he may designate and for which the Agency quota is fixed, only such Agency personnel who, on a competitive basis, have been determined to be the most qualified representatives of the Director and the Agency.

2. The following schools are in this category:

- a. National War College - Washington, D. C.
- b. Industrial College of the Armed Forces - Washington, D. C.
- c. Naval War College - Newport, Rhode Island
- d. Air War College - Maxwell Air Force Base, Alabama
- e. Army War College - Carlisle, Pennsylvania
- f. Armed Forces Staff College - Norfolk, Virginia
- g. Advanced Management Course at the Harvard University Graduate School of Business Administration - Cambridge, Massachusetts

3. Applications for enrollment in the colleges and schools listed above will be made by the individual on Form No. 136 in accordance with the provisions of Regulation No. [] Each application will be endorsed by the appropriate Deputy Director and forwarded to the Director of Training. The appropriate Deputy Director will recommend approval or disapproval of the application in his endorsement.

4. The Director of Training will establish and serve as chairman of a selection panel composed of the Director of Personnel and a designated representative of the Deputy Director (Intelligence) and of the Deputy Director (Plans), to be known as the Defense Colleges Selection Panel. The Panel will screen all applications, interview applicants when feasible and necessary, and nominate the principal and alternate candidates for each college to the CIA Career Council.

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TRAINING

24 October 1955

NOTICE

NO. []

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5. The CIA Career Council will review the nominations of the Defense Colleges Selection Panel and will recommend action to the Director of Central Intelligence. Final selection of candidates will be made by the Director of Central Intelligence.

6. The Director of Training will accomplish all actions required in processing successful candidates into the colleges and schools for which they have been selected.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

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Per Memo for the Record of 3 Nov 55 signed by DD/Pers/PD, the composition of the new Panel is as follows:

- a. Mr. Baird - Office of Training, Chairman (per N [])
- b. Mr. Reynolds - Office of Personnel, Member (per N [])
- c. [] - Representative of DDP, Member (designated by Mr. Helms)
- d. Mr. [] - Representative of DDI, Member (designated by Mr. Amory)

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chairman, CIA Career Council

DATE: 7 NOV 1955

FROM : Head of Logistics Career Service

SUBJECT: Application for Membership in the Career Staff of the Central Intelligence Agency

1. As a preliminary to submitting an application for membership in the Career Staff of the Agency, an employee must formally consent to assume an obligation to serve anywhere and at anytime and for any kind of duty as determined by the needs of the Agency with the understanding that this obligation will not be imposed without full consideration being given to any particular capabilities, interests or personal circumstances presented by the employee. The Logistics Career Board and I myself are in full accord with this policy.
2. However, it is felt that initial entry into the Career Staff is an event of great importance both to the employee and the Agency and that unless at the time of entry an employee cannot fully agree to assume an obligation to serve anywhere and at anytime and for any kind of duty he should be placed in a Type B category until such date as any self-imposed limitations, restrictions or qualifications are fully removed.
3. After considered deliberation the Logistics Career Board at its 40th meeting held on 3 November 1955 recommended adoption of a policy that unless an employee will agree to assume an obligation to serve anywhere and at anytime and for any kind of duty without reservation, it will be recommended to the Executive Director of the CIA Selection Board that such employee be placed in a Type B category until such time as any self-imposed limitations have been removed. In addition, the Logistics Career Board recommended that this policy be adopted for Agency-wide application.
4. I am in full accord with the recommendations made by the Logistics Career Board and have directed that it be implemented as a policy to be applied in the Logistics Career Service as an interim policy until such time as it receives the sanction or disapproval of the CIA Career Council.

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SUBJECT: Application for Membership in the Career Staff of the Central Intelligence Agency

5. Accordingly, it is recommended that this policy be given the sanction of the CIA Career Council and that it be adopted and published in the form of an Agency Notice for Agency-wide distribution and application.

[REDACTED]
JAMES A. GARRISON

FOIAB3B

CONCURRENCE:

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(S) [REDACTED]
Chairman, Logistics Career Board

7 NOV 1955

Date

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Orig - Addressee

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- 1 - P&TB Chrono
- 1 - P&TB Subject File

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1 - Signer

OL/AS/P&TB/[REDACTED] (7 Nov 55)

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ER 7-5471

21 October 1955

MEMORANDUM FOR: CIA Career Council

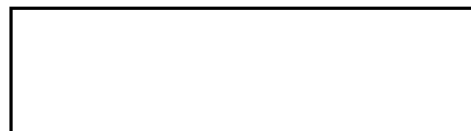
SUBJECT: Creation of an Office of Basic Intelligence
Career Board within the Intelligence Production
Career Service

1. Recently the Office of Basic Intelligence with a personnel ceiling of [] was created as an independent office within the DDI area. It is my desire that that office have its own Career Service Board and Service Designation within the IP Career Service similar to the other Intelligence Production Offices, ORR, OSI, OCI and ONE.

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2. It is requested that the Career Council approve the creation of such a Board with the designation IB and direct the amending of Regulation [] 25 June 1955, to so indicate.

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ROBERT AMORY, JR.
Deputy Director/Intelligence

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